



Seller Information:

Broker/Correspondent: _____ MSI Loan #: _____
 Contact: _____ Phone: _____
 Email: _____ Fax: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Closing Date: _____ Time: _____
 Interest Credit: (Conventional Only) Yes No

FAILURE TO FULLY COMPLETE THIS FORM WILL DELAY THE CLOSING.

The Following Documents are required for Closing Docs:

- ✓ Insured Closing Protection Letter
- ✓ Wire Instructions
- ✓ Title Commitment
- ✓ Preliminary Settlement Statement
- ✓ Final 1003
- ✓ Homeowners Insurance
- ✓ Flood Cert

Borrower Information:

(Must disburse by 5th of the month)

Borrower: _____ Co-Borrower: _____
 Date of Birth: _____ Date of Birth: _____

Property Information:

Address: _____
 City: _____ State: _____ Zip: _____
 County: _____ Deed of Trust State Trustee: _____

Loan Information:

Type (circle all that apply): Fixed ARM FHA VA USDA Conv. Other: _____
 Purpose (circle): Purchase Refi Occupancy (circle): Primary Second Home Investment
 Loan Amount: \$ _____ Locked Rate: _____ **Do not send requests if loan is not locked.**

Escrow Information:

Taxes: Yes No 1st install due date: _____ 2nd install due date: _____
 Hazard Insurance: Yes No Policy Premium: \$ _____ Renewal date: _____
 Flood Insurance: Yes No Policy Premium: \$ _____ Renewal date: _____

Closing Information: ➔Closing Package will be delivered to closing agent.

Closing Site: _____ Email: _____
 Address: _____
 City: _____ State: _____ Zip: _____ County of Closing: _____
 Phone: _____ Fax: _____



Loan Information:	
Borrower Name: _____	MSI Loan #: _____

Fee Section

GFE 1	
Origination Point: _____	
YSP: _____	
Admin Fee: (FHA/USDA/VA fee is \$675.00) _____	\$ 575.00
Processing Fee: _____	
Escrow Waiver: _____	
Overnight Fee: _____	
Misc Fee Name: _____ Amount: _____	
Misc Fee Name: _____ Amount: _____	
Misc Fee Name: _____ Amount: _____	
Misc Fee Name: _____ Amount: _____	
Total Origination Charges GFE 1 ***	
*** (Add all charges from GFE Section-1 for total) ***	
GFE 2	
YSP: _____	
Lender/Banker Credit: _____	
Discount Point: _____	
Total Credit/Charge Points GFE 2 ***	
*** (Add all charges from GFE Section-2 for total) ***	
GFE 3	
Appraisal: _____	Flood Cert: _____
Credit Report: _____	MIP/NAFF/USDA: _____
GFE 4	
Closing/Settlement Fee: _____	
Title Insurance: _____	
Wire Fee: _____	
Courier Fee: _____	
Misc Fee Name: _____ Amount: _____	
Misc Fee Name: _____ Amount: _____	
Misc Fee Name: _____ Amount: _____	
Total Title Services Charges GFE 4 ***	
*** (Add all charges from GFE Section-4 for total) ***	